



Travel Expense Voucher

Attach hotel folio and receipts (including complete flight itinerary when flying) and **Submit to Tammy Siegel, 241 SH, after trip.**

This form is for use within the Department of Statistics and Actuarial Science.

Traveler Name: _____

Trip Destination and Description: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____ Time of Return: _____

Hotel folio and all other receipts must represent the traveler's expenses only.

Hotel

Was hotel the official conference site? Yes No (If not, please explain): _____

Dates	Name of Hotel	Base Room Rate	Daily Total Taxes	# of Days	Total Hotel Expense

Transportation

Date	Description – airfare, car rental (either National or Enterprise), mileage, taxi/shuttle, tolls, train, travel agency fee. Flight upgrades from Economy Class are not allowed.	Expense

Miscellaneous

Date	Description – conference registration, baggage fee, parking, gas. Personal expenses such as laundry, alcohol are not allowed.	Expense

Meals – Enter the actual amount you spent on each meal in the boxes below. You may not claim straight per diem, only the actual cost of the meal. The actual amount entered may not exceed the maximum allowed for that meal based on your travel destination.

Date	Breakfast Expense	Lunch Expense	Dinner Expense

Traveler Signature: _____ Date: _____